

DEPARTMENT OF THE ARMY

CALIFORNIA ARMY NATIONAL GUARD

118th Maintenance Company (DS)
8010 South Airport Way
Stockton, California 95206-3999

POLICY LETTER 2001-03

29 October 2001

Expires Indefinite

Military Licensing Procedures

1. References. AR 600-55, DA PAM 750-1
2. The purpose of this policy is to standardize how we license soldiers in the 118th Maintenance Company (DS).
3. All soldiers, regardless of rank, will adhere to the following standards. The Motor Sergeant is the principal authority of issuance.
4. The following steps outline the procedure:
 - a. The Platoon leader, 1SG, and Commander will determine if newly assigned soldiers should pursue a license. Leadership will make a recommendation as to if whether or not the soldier should operate equipment under license in the military by conducting and documenting interviews.
 - b. Once approved, the soldier will make an appointment with the Motor Sergeant. The soldier will undergo instructions (written and verbal), hands on training, PMCS, and equipment familiarization to ensure a complete foundation of knowledge.
 - c. Following the instructional phase, the soldier will be on an operator permit only up to three months. The soldier will operate equipment only in the presence of a qualified NCO. The NCO will provide a written evaluation of recommendation, giving the soldier an opportunity to test for his/her license.
 - d. The soldier will conduct a written and driver's test with the Motor Sergeant or designated licensing authority. After all steps have been completed the official license will be brought to the Commander (by the soldier) for signature.
 - e. Once every two years the soldier will have a written test on the equipment he/she is licensed for.
5. Documentation will occur in every step. The Motor Sergeant will house the original records IAW AR 600-55 and MARKS. The soldier's NCO Corps should have copies of all documentation to ensure proper licensing.
6. The Motor Sergeant will plan, during training meetings, appropriate times to instruct, test, and license soldiers.
 - a. IAW 118th Policy 2001-01, the Motor Sergeant will brief the Commander during training meetings on the license status of the unit.
7. No equipment will be operated without proper training and licensing. There are no exceptions to this policy.

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STEVE L MARTINELLI
CPT, OD, CAARNG
Commanding